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TABLE OF CONTENTS								PAGE
Notices	3122
Miscellaneous	3127

FIRST SUPPLEMENT

Transports, Mortgages and Leases	6011
Lands and Surveys	6070
Trade Marks	6091
Commercial Registry	6098

LEGAL SUPPLEMENT

A.	ACTS — NIL							
B.	SUBSIDIARY LEGISLATION – Practice Direction No. 2 of 2025 - The Electronic Litigation Portal Filing and Service Procedure Practice Direction 2025.	1099
C.	BILLS —NIL							

THE OFFICIAL GAZETTE 29TH NOVEMBER, 2025

LEGAL SUPPLEMENT – B

GUYANA

No. 2 of 2025

PRACTICE DIRECTION

Made Under
**THE CIVIL PROCEDURE RULES
OF THE HIGH COURT OF THE SUPREME COURT OF JUDICATURE 2016
(No. 2 of 2016)**
and
**THE FAMILY (PROCEEDINGS AND PROCEDURE) RULES 2016
(No. 1 of 2016)**

IN EXERCISE OF THE POWERS CONFERRED UPON ME BY RULES 2.04(1) AND 4.01(3) OF THE CIVIL PROCEDURE RULES OF THE HIGH COURT OF THE SUPREME COURT OF JUDICATURE 2016 AND RULES 4.1 AND 4.2 OF THE FAMILY (PROCEEDINGS AND PROCEDURE) RULES 2016, AND ALL OTHER POWERS ENABLING ME IN THAT BEHALF, I MAKE THE FOLLOWING PRACTICE DIRECTION:-

1. Citation

This Practice Direction may be cited as the **Electronic Litigation Portal Filing and Service Procedure Practice Direction 2025.**

2. Introduction

This Practice Direction contains the procedure to be followed under the Civil Procedure Rules 2016 and the Family (Proceedings and Procedure) Rules 2016 for the electronic filing and service of documents through the Electronic Litigation Portal implemented on 4th October 2024.

3. Application

(1) The provisions of this Practice Direction –

- (a) apply to proceedings filed from 4th October 2024 to the date this Practice Direction comes into force unless the Court orders otherwise; and
- (b) apply to proceedings filed after the date this Practice Direction comes into force.

(2) Where the Electronic Litigation Portal is for any reason inoperative, or otherwise unavailable, the Registrar or Deputy Registrar may by notice designate an alternative method of filing documents.

4. Interpretation

In this Practice Direction –

“Electronic Litigation Portal” means the web-based application that offers a single point of access to commence and conduct the electronic filing and management of cases under the CPR or FPPR;

“CPR” means the Civil Procedure Rules 2016; and

“FPPR” means the Family Court (Proceedings and Procedure) Rules 2016.

5. Operation of the Electronic Litigation Portal

(1) The Electronic Litigation Portal makes provision for the electronic filing and service of documents.

(2) All documents used to commence and continue proceedings filed after 4th October 2024 to which this Practice Direction applies must be filed through the Electronic Litigation Portal.

(3) A document must be submitted through the Electronic Litigation Portal to enable electronic filing to the Registry.

(4) The Electronic Litigation Portal enables the filing of a document at any time whether during or outside normal Registry hours including weekends, public holidays and during the Court's vacation.

(5) Payment for the use of the Electronic Litigation Portal must be by a payment facility utilising an escrow account, a debit or credit card, electronic funds transfer, or other payment facility authorised by the Registrar or Deputy Registrar.

6. Registration for use of the Electronic Litigation Portal

(1) Every attorney-at-law shall register on the Electronic Litigation Portal to have access to it.

(2) An attorney-at-law shall provide a valid electronic mail (email) address to the Registry at the time of registration under sub-paragraph (1).

(3) On approval of a request for the creation of an account, the Registry shall provide the attorney-at-law with a means to create a username and password to be used for signing onto the Electronic Litigation Portal.

(4) Subject to the provisions of this paragraph, an attorney-at-law shall comply with the process for registration as may be published on the Court's website.

7. Format of the document

(1) A document which is submitted for electronic filing using the Electronic Litigation Portal must be converted into a Portable Document Format (PDF), subject to notice issued by the Registrar that draft orders are to be submitted in Microsoft Word Document Format (DOC or DOCX), before uploading by --

- (a) using the applicable software; or
- (b) scanning hard copies of the document.

(2) Every document submitted for electronic filing using the Electronic Litigation Portal must be endorsed at the top right-hand corner with the following information of the attorney-at-law or party filing the document, as applicable --

- (a) the name;
- (b) the firm's name;
- (c) the address;
- (d) telephone number; and
- (e) email address.

(3) A document submitted for electronic filing using the Electronic Litigation Portal must not be -

- (a) more than the file size specified by notice issued by the Registrar;
- (b) encrypted; or
- (c) password protected.

(4) Where the document –

- (a) is an original document prepared for the matter before the Court, the document shall be in a readable PDF format to enable electronic searching without difficulty; and
- (b) is not an original document prepared for the matter before the Court, the document shall be scanned using an image resolution of at least 300 dots per inch.

(5) A document, excluding exhibits, submitted through the Electronic Litigation Portal must comply with Part 4 of the CPR or Rule 2.11 and Part 3 of the FPPR, as the case may be.

(6) There are no limits on the number of documents that can be submitted in the process of electronic filing using the Electronic Litigation Portal.

(7) An electronic document must be uploaded and submitted as a single file, unless subparagraph (8) applies.

(8) Where a document exceeds the file size specified by the Court, the party must upload it in separately labelled volumes or parts (e.g. “YH-Part1”, “YH-PART 2”) and each volume or part must include an opening page with an index that identifies the documents in the said volume or part and the corresponding page numbers or page ranges for the documents.

8. Electronic signature

(1) A document, other than affidavits and authorities to attorneys-at-law, which is submitted for electronic filing using the Electronic Litigation Portal is not required to bear the electronic image of the handwritten or physical signature of the party who is filing, however, the name of the person or entity filing the document must be legibly printed or legibly endorsed instead of the handwritten or physical signature at the bottom of the document.

(2) A party may insert a signature on a document, other than affidavits and authorities to attorneys-at-law, for electronic filing through the Electronic Litigation Portal by utilising any appropriate software or hardware device which may be available.

9. Electronic submission of document

For electronic filing of a document using the Electronic Litigation Portal, an attorney-at-law must -

- (a) access the Electronic Litigation Portal either by visiting the Court’s website and clicking on the link to the Electronic Litigation Portal or by directly entering the address of the webpage for the Electronic Litigation Portal site, and then logging into the account created under paragraph 6(3);
- (b) enter information for new proceedings or information on existing proceedings;
- (c) upload the document associated with the proceedings; and
- (d) submit the document and pay the fees using the payment facility available on the Electronic Litigation Portal under paragraph 5(5).

10. Hours for Electronic Filing

(1) Electronic filing using the Electronic Litigation Portal may be done on any day at any time unless the Court orders otherwise.

(2) A document to which the Court's stamp or seal and the date of filing information has been applied by the Electronic Litigation Portal is deemed to be filed on the date and time that the document was submitted to the Electronic Litigation Portal.

(3) The provisions of Rule 3.01 of the CPR or Rule 2.8 of the FPPR, as the case may be, relating to computation of time apply to documents filed using the Electronic Litigation Portal.

(4) The Court may order that a document be filed by a specified time on a specified date.

(5) Notwithstanding sub-paragraph (3), a period during which the Electronic Litigation Portal is not available shall be excluded from the computation of time by notice from the Registrar or Deputy Registrar.

11. Fees

The fee payable in respect of a document submitted for electronic filing using the Electronic Litigation Portal is the fee set out in the CPR or FPPR, as the case may be, together with a fee of \$50 per page where the number of pages exceeds 15 pages.

12. Commencing Proceedings on the Electronic Litigation Portal

(1) For matters filed on the Electronic Litigation Portal where Form 8A (Statement of Claim) of the CPR is used, the endorsement as to the validity of the Statement of Claim shall provide as follows:

"This Statement of Claim has no validity if it is not served within 6 months of the date of filing unless it is accompanied by an order extending that time."

(2) For the purposes of commencement of proceedings under the CPR or FPPR, the date of filing of the Statement of Claim, Fixed Date Application, Petition or Application on the Electronic Litigation Portal is deemed to be the date the document is issued by the Registry.

(3) A document is issued by the Registry when it is stamped with the Court's seal and the date and time of filing information has been applied by the Electronic Litigation Portal.

13. Registry Procedures

(1) Subject to any other rules or enactment, the Registry, through the Electronic Litigation Portal, must accept all documents submitted for electronic filing.

(2) Where a document has been filed using the Electronic Litigation Portal -

(a) an automated notification is generated in the notification section of the Electronic Litigation Portal, and shall be available to the attorneys-at-law in the matter once the attorneys-at-law have logged into the system; and

(b) the notification under clause (a) shall be sent by email to the registered email address of the attorneys-at-law in the proceedings.

(3) The Court's stamp and date of filing information once applied to an electronically filed document by the Electronic Litigation Portal validates the authenticity of the document as being filed in the Registry.

(4) On payment of the fees using the payment facility provided by the Electronic Litigation Portal, a receipt is issued.

(5) A document shall be deemed to be properly filed only when the requisite filing fees have been paid as required by paragraph 11 unless payment is exempted by the CPR, FPPR, other rules or an enactment.

14. Service of documents

(1) A document, including an order or judgment filed through the Electronic Litigation Portal, is deemed served on the parties who have appeared in the case unless a rule or order provides that the document must be served personally or by other means.

(2) The Court may order that an order or any other document be served on any other person in a manner determined by the Court.

(3) Persons who have not appeared in the case must be personally served with an order unless the Court orders otherwise.

(4) Where a document commences proceedings –

(a) service of the document commencing the proceedings must be effected in accordance with the CPR or FPPR, as the case may be, other applicable rules of court or enactment;

(b) the filing party must serve, together with the document commencing the proceedings, the appropriate authorisation code for the specific party which is generated by the Electronic Litigation Portal in the form set out in the Schedule; and

(c) in the case of an election petition, clauses (a) and (b) apply, and the filing party must, on submitting an election petition on the Electronic Litigation Portal, inform the Registrar, Deputy Registrar or any officer authorised by the Registrar, of the submission in writing including by email at registrar@supremecourt.gy and deputyregistrar@supremecourt.gy.

(5) Where the correct authorisation code generated by the Electronic Litigation Portal is not served on a party in accordance with sub-paragraph (4)(b) or is not served at all, service is deemed not to have been effected.

(6) Service of the documents commencing proceedings is only deemed to be effected when the correct authorisation code has been served unless service is effected in any other manner that the Court considers appropriate and directs.

(7)(a) Subject to clause (b), after proceedings have commenced, any other document filed in the proceedings and to which the Court's stamp or seal and date of filing information has been applied by the Electronic Litigation Portal is deemed to be served on the date and time that the document was filed on the Electronic Litigation Portal in accordance with paragraph 10.

(b) Where any document is filed on the Electronic Litigation Portal between 4:00pm and midnight or on a holiday, service is deemed to be effected on the following day that is not a holiday. For example:

(i) a document filed on Monday 12th May at 4:30pm is deemed to be served on Tuesday 13th May;

(ii) a document filed on Monday 12th May at 3:00am is deemed to be served on Monday 12th May; and

(iii) a document filed on Saturday 17th May is deemed to be served on the

next day that is not a holiday.

(8) Notwithstanding the provisions of this paragraph, service of a document on a *pro se* or self-represented litigant is governed by the provisions of paragraph 20.

15. Document which cannot be viewed

A party who receives a document served through the Electronic Litigation Portal and is unable to view the document shall immediately notify the serving party and the Registry and the serving party shall take reasonable steps to ensure that the document can be viewed or emailed to the receiving party.

16. Service by the Court

The Court may serve a notice, order, judgment, decree or other document issued by the Court on a party to proceedings by uploading the document to the Electronic Litigation Portal.

17. Proof of Service

(1) Proof of service for documents commencing proceedings, must be filed on the Electronic Litigation Portal.

(2) An electronic notification of a filing of a document other than an originating process serves as proof of service of that document.

(3) If a dispute arises as to whether service of a document has occurred, an application may be made to set aside service.

18. Electronic Compilation of Trial/Hearing Bundle, Core Bundle and Record of Appeal

A party shall comply with Rules 39.01 and 62.04 of the CPR or Rule 29.1 of the FPPR, as the case may be, by filing an electronic bundle of documents.

19. Addition and Intervention of Parties

The Registry must add a person to a case and cause an authorisation code to be generated for that person --

- (a) upon a request by the person who intends to apply to be added as a party under the CPR, FPPR, other rules of court or any enactment;
- (b) where the Court makes an order for the person to be added as a party;
- (c) where a claimant adds a new defendant pursuant to Rule 19.02 (2)(a) of the CPR;
or
- (d) where the person seeks to oppose a petition for a declaration of title within the time fixed for filing a notice of opposition.

20. Use of the Electronic Litigation Portal by *Pro se* Litigant

(1) *Pro se* or self-represented litigants must use the “service bureau” at the Registry to obtain assistance with filing their documents or must use such other means as may be directed by Practice Direction.

(2) All documents, other than an originating process, filed against a party who at the time of filing appears as self-represented within the Electronic Litigation Portal are deemed served on the date and time that the documents were filed on the Electronic Litigation Portal in accordance with paragraph 10.

SCHEDULE
AUTHORISATION CODE

Paragraph 14(4)(b)

THE SUPREME COURT OF JUDICATURE OF GUYANA
[FULL COURT/HIGH COURT]
JURISDICTION:

CASE NUMBER:

SUBMITTED DATE:

BETWEEN:

PARTY NAME:

PARTY TYPE:

-and-

PARTY NAME:

PARTY TYPE:

TAKE NOTICE that the [PARTY NAME, PARTY TYPE] has filed the attached proceedings on the Supreme Court of Guyana Electronic Litigation Portal. The authorization code to access these proceedings for [NAMED DEFENDANT] is [Authorisation Code].

These proceedings can only be accessed through the Electronic Litigation Portal. If you intend to defend this case, you or your Attorney-at-Law must access the case to file a defence or answer utilizing the authorization code on the Electronic Litigation Portal or by visiting the Service Bureau at the relevant High Court Registries in Demerara, Essequibo and Berbice.

[Dated day of, 20....]

The Registry is located at the Law Courts, (Georgetown, Demerara, or New Amsterdam, Berbice, or Suddie Essequibo). The Office is open to the public between 8:30 a.m. and 3:30 p.m. Mondays to Thursdays and 8:30 a.m. and 2:30 p.m. on Fridays, except holidays.

Made this 21 day of November 2025.



Roxane George, CCH, SC
Chancellor of the Judiciary (ag)